



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
WALTER REED ARMY MEDICAL CENTER
6900 GEORGIA AVENUE, N.W.
WASHINGTON DC 20307-5001


AUG 7 2002

MCHL-MCB (600-20)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Responsibilities of the Equal Opportunity Representatives

1. Equal Opportunity Representatives (EOR) will assist company commanders in carrying out the EO program within their units. EO duties may be assigned to a soldier as a part-time, secondary or addition duty assignment. EORs have not received the duration of training that Equal Opportunity Advisors (EOA) have and cannot be utilized in a special duty assignment.
2. EORs may not conduct investigations and are not trained to advise investigating officers in the conduct of equal opportunity complaint investigations. It is recommended that commanders appoint EORs who are members of the chain of command, in the rank of Sergeant to Sergeant First Class. Typical roles and duties of the EOR are as follows:
 - a) Assisting commanders in the recognition of detractors of a healthy EO climate.
 - b) Assisting commanders in the conduct of unit climate assessments.
 - c) Preparing and assisting the commander in the conduct of EO training.
 - d) Establishing and maintaining liaison with other EORs and EOAs at higher headquarters.
 - e) Assisting commanders in preparing and conducting ethnic/special observances.
 - f) Serving as a resource person for EO issues/concerns.
3. Point of contact is the Equal Opportunity office at 202-782-3266/7381/5080.


DORENE HURT
COL, MS
Commanding

MCHL-MCB

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DISTRIBUTION:

Cdr, HQ COMPANY

Cdr, A COMPANY

Cdr, B COMPANY

Cdr, C COMPANY

Cdr, STUDENT COMPANY

Cdr, MEDICAL HOLDING COMPANY